



## **PLANNING COMMISSION**

**ISD #15 DISTRICT OFFICE BUILDING  
4115 AMBASSADOR BLVD.**

**February 21, 2018**

**7:00 PM**

### **AGENDA**

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approval of Positions
  - a. Chair
  - b. Vice Chair
5. Approve Minutes     December 20, 2017
6. Public Comment
7. Public Hearings
  - a. Variance - Woodhaven
8. Regular Business Items
  - a. CUP - Woodhaven
9. Discussion by Planning Commissioners
10. Adjournment

Website Link to Agenda and Packets:

There may be a quorum of St. Francis Council Members present at this meeting.

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
December 20, 2017**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Steinke.
2. **Roll Call:** Present were Ray Steinke, Todd Gardner, Joel Olson, Greg Zutz, Julie Morin and William Murray. Absent: Brittney Berndt. Others in attendance: Councilman Rich Skordahl, Kate Thunstrom Community Development Director, Ben Gozola Sambatek/City Planner
3. **Adopt Agenda:** Motion by Zutz second by Olson to approve the agenda. Motion carried 6-0.
4. **Approve Minutes:** Motion by Olson second by Gardner to approve the November 17, 2017 minutes. Motion carried 6-0.
5. **Public Comment:** None received
6. **Public Hearing:**

**a. Planned Unit Development (PUD) Senior Living Facility**

- Additional handout provided to Commission, Hakanson Anderson Engineering Comments and Wenck project narrative.
- Gozola reviewed packet. Identified that historical was not reviewed and is dependent on first approvals review. Approval by a 4/5<sup>th</sup> vote is required by Council. Based on items identified, Staff recommends approval to forward recommendation to Council.
- Public Hearing Opened at 7:10, nobody came forward for comment, Closed at 7:11 p.m.
- No further question or discussion from Commission

Olson made a motion to recommend the City Council approve the requested planned unit development amendment based on the findings of fact in the staff report, and subject to the conditions listed on pages 10 and 11 of the existing staff report. No amendments made.  
Second by Steinke, Motion Passed 6-0

**b. Conditional Use Permit – Meridian Behavioral Health**

- Gozola reviewed project. This had been previously approved in 2013. A simple majority vote by Council is required to pass. Onus is on the City to prove not supported by existing Code as it is approved within the zoning district as a Conditional Use. CUP standards have been met or can be met with conditions.
- MNDOT has chosen not to provide feedback on the project. A request for an opinion had been forwarded to them even though the facility is not directly located on the State Hwy.
- Public Hearing Opened 7:24 p.m.
  - Chris Vee 4106 DeGardner Circle, comments: concerns with crosswalk at Pederson and traffic increase  
Councilman Skordahl identified that the Mayor and Staff are working with the State to address crossing and traffic concerns at Pederson
  - Liz Fairbanks 24360 Yukon St, comments: Hwy 47 is being looked at but is a state hwy, applaud with the number of trees being added. Question on the type of treatment facility and individuals being served.
  - John Seymore with Meridan: this is a voluntary treatment center, Rule 31 facility, serving adults. Traffic will be family and staff. Estimate 50 employees but they will be in shifts as the facility is 24 hour operation. Residents are transported and not coming and going.

People are supervised. People leave with a discharge plan. Facility is secure to provide privacy to the individuals seeking treatment.

- Jim Hollerbach 24476 St. Francis Blvd, comments: concerned clients will bring harm to the community and that the taxpayers are paying for all the growth.
- Wanita Walker 4357 241<sup>st</sup>, comments: that with this clientele will come problems, Anoka County should be working on this not the City, does not want this brought to our backyard.
- Joe Muhlbauser 3459 229<sup>th</sup>, comments: anyone can be a danger to the community on or off drugs, appreciates the public comments and feedback, disagrees on comments against the project as these facilities are needed.
- Meridian Architect, comments: works on these projects for Meridian, existing facility in Pine City, these people are already in the community and being drug dependent does not identify mental health concerns and vice versa.
- Fern Wahlquist, Townhome Development, question on lighting and signage on the new development.

Ben, the project has submitted a lighting plan and it is not exceeding the threshold identified in code. The sign will be one at the entrance of the facility.

- Public Hearing Closed 7:38 p.m.
  - Zutz requested information on the program relying on the police department services.
    - Meridian, the facility will have staff that supervises full-time, police department will be called based on protocol if necessary.
  - Morin addressed public that if they still have issues to address with the City to reach out to the City Council.

Olson, thanked the public for providing comment. Based on information provided by Staff, recommended approval of the request based on the applicant's submittals and findings of fact. Second by Gardner, motion passed 6-0

c. Conditional Use Permit – Woodhaven

- Gozola reviewed the packet. Additional handout provided: MNDOT letter. Unique lot with east side ROW. Two units are affected by the ROW and could be reviewed as a variance. MNDOT will not allow access to Hwy 47.
- Steinke questioned storage.
  - Mike Schrader, ALS Properties, comments: phase 1 was purchased in 1992 and the last phase was completed by 1999. Storage is provided in two ways. There is a storage area in which all residents can utilize for access storage and each unit is designed and provided a garage. Garages are shared garages allowing 12X22 with a combined lot line. All boats and other items are expected to be in the garage and not allowed to be stored in the driveway.
- Morin requested information on the life expectancy of these types of units.
  - Schrader, depends on how the product was built. Units are replaced regularly, some have 30 year mortgages showing lenders expect a life of the unit beyond that. These are lifecycle housing and not trailers. If they become depleted they are removed. Units are built to federal standards.
- Schrader identified that maintenance staff live on site and units are well managed. Homes that will be brought in for the new section are multi-sectional and priced between \$75k and \$100k.
- Murry asked about the need for a storm shelter
  - Schrader, yes they will be building one on this plan to accommodate this area specifically.
- Public Hearing Opened 8:03 p.m.
  - Liz Fairbanks, 24360 Yukon St, want businesses on a main street. Fine with this idea as the city needs the people to bring the water down. Hwy 47 should be commercial.
  - Jim Hollerbach 24476 St. Francis Blvd, is not aware of Comp Plan and mapping, fear of water and sewer.

- Chris Vee, 4106 DeGardner Circle, used to see wildlife, its ok to keep the city country, to much building for his taste.
- Darby Comparetto, 23518 St. Francis Blvd, want to see businesses, people want amenities to move here
- Public Hearing Closed 8:17 p.m.
  - Zutz, questioned commercial
    - Gozola, no access to Hwy 47, guided in the planning as housing
  - Olson, are we addressing pedestrian movement? Development drives amenities, would like to see east/west crossings
    - Ben identified the north/south trail. Thunstrom discussed the crossings are limited due to the State choices in movement of people.
  - Steinke, identified history that the developer wanted two at one point, now the state wont allow one access. Concerned then that there should be two entries for storms and emergencies.
    - Gozola, the current plan without the Hwy 47 access meets access management requirements.

Zutz felt there are too many outstanding questions, made motion to table this item and requested additional information. Olson Second, motion passed 6-0

## 7. **Regular Business Items:**

### a. Concept Plan – Rivers Edge Development

- This is an informal opportunity to provide feedback. Project would require a Comprehensive Plan amendment and rezoning to develop the north section. To date have not received comment from Anoka County regarding access.
  - Lot sizes are based on product from slab on grade homes to large scale homes on the river
  - The project meets PUD standards and is compliant with the Comprehensive plan.
  - The point of using the PUD process is to address the smaller lots on the east and the cul-de-sac
  - The tradeoff for the PUD and its amenities is the open space, increase in park land as identified in the Comp Plan. The current plan offers a four acre park aside from wetland.
  - PUD provides housing at a lower cost, provides opportunities for older residents to stay within the city and offers a mix of products.
  - Would like to see a trail system considered
  - Find a way to connect the development to the community and consider opportunities for ADA housing in both housing and in trail system.
  - Would like to see high end homes on the river, large attractive houses
  - Suggested to check with seller on ownership from other side of the river or identify access.

### b. 2018 Meeting Schedule

- Schedule provided for upcoming year

## 8. **Planning Commission Discussion –**

- ## 9. **Adjournment:** Motion by Zutz second by Gardner to adjourn. Motion carried 6-0. Meeting adjourned at 9:20 pm.

**DATE APPROVED:**

City of St Francis Planning Commission Agenda Item  
Executive Summary

*Title of Item:*   **CONDITIONAL USE PERMIT & VARIANCES:** A request from A.L.S. Properties Woodhaven, LLC, to allow an expansion of approximately 55 new pads to the existing Woodhaven Manufactured Home Community on currently undeveloped land to the north of 234th Avenue NW – PIDs 31-34-24-14-0002 and 31-34-24-14-0001. Variances are requested to allow two building pads closer than 75' feet to public right of way (Hwy 47).

*Meeting Date:*   **2-21-18**

*Staff Reporting:*   **Ben Gozola, City Planner**

*Summary:*   The applicant is proposing to expand the existing Woodhaven Manufactured Home park by adding fifty-five (55) new building pads on land to the North and East of the existing park. The plans have been updated to address access concerns raised in December in addition to other matters identified by the City Engineer. Both staff and MnDOT have reviewed the proposed variances and find no issues with the proposed building placement.

*Recommendations:*

- **Approval of the CUP subject to conditions listed on pages 19 & 20 of the staff report**
- **Approval of the requested right-of-way setback variances for units 1 and 17.**

*List of Attachments:*

- A) *Staff Report*
- B) *Engineering Memo*
- C) *Plowe Engineering (Applicant) Memo*
- D) *Applicant's updated submittals*

City of St. Francis Planning Department  
**CUP Report**

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*To:* **Planning Commission**  
*From:* Ben Gozola, City Planner  
*Meeting Date:* **2-21-18**  
*Applicant:* **A.L.S. Properties Woodhaven, LLC**  
*Property Owner:* (same)  
*Location:* 23358 St Francis Boulevard  
*Zoning:* **R-3 and B-2**

***Introductory Information***


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<b><i>Project:</i></b>	The applicant is proposing to expand the existing Woodhaven Manufactured Home park by adding fifty-six (56) new building pads on land to the North and East of the existing park.
<b><i>CUP Request(s):</i></b>	The application is requesting a conditional use permit to "establish, construct, and maintain a manufactured home park."
<b><i>Previous PC Review:</i></b>	On December 20 <sup>th</sup> , 2017, the planning commission reviewed the first iteration of this development plan and learned that MnDOT had just issued a letter stating that access to Hwy 47 was being denied. The commission was not comfortable proceeding with a conditional recommendation, and elected to table the matter asking the applicant to address access issues and outstanding engineering matters.

***Findings***

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<b><i>Site Data:</i></b>	<ul style="list-style-type: none"><li>▪ Lot Size <math>\approx</math> 14.79 acres (currently split between two parcels that would need to be combined via an administrative subdivision request)</li><li>▪ Existing Use – single family home site / farmland</li><li>▪ Existing Zoning – R-3 and B-2</li><li>▪ Property Identification Numbers (PIDs): 31-34-24-14-0001 &amp; 31-34-24-14-0002</li></ul>
<b><i>Comp Plan Guidance:</i></b>	<ul style="list-style-type: none"><li>▪ The comprehensive plan places a dual-guidance on these properties (both medium density residential use and commercial use along the highway). The City's zoning map also includes this dual-designation. Per analysis provided by the City Attorney, the City may proceed with processing the land use application for a single land use</li></ul>



**Sambatek**

## ***Application Review:***

### ***Applicable Code Definitions:***

**COMMON OPEN SPACE:** Any open space including parks, nature areas, playgrounds, trails and recreational buildings and structures, which is an integral part of a development and is not owned on an individual basis by each owner of the dwelling unit.

**CONDITIONAL USE:** A use which, because of special problems of control the use presents, requires reasonable, but special, unusual and extraordinary limitations peculiar to the use for the protection of the public welfare and the integrity of the City Comprehensive Plan.

**CONDITIONAL USE PERMIT:** A permit issued by the City Council in accordance with procedures specified in this Ordinance, as a flexibility device to enable the City Council to assign dimensions to a proposed use or conditions surrounding it after consideration of adjacent uses and their functions and the special problems which the proposed use presents.

**IMPERVIOUS SURFACE:** Any man-made area that alters the natural surface course for, or does not allow for, the natural rate of absorption or retention of storm water including buildings, pavement, gravel, and other such surfaces.

**MANUFACTURED HOME:** A structure, transportable in one or more sections, which in the traveling mode is eight (8) body feet or more in width or forty (40) body feet or more in length, or when erected on-site, is three hundred twenty (320) or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that the term includes any structure which meets all the requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of State and complies with the standards established under Minnesota Statutes chapter 327.

**MANUFACTURED HOME PARK:** Any site, lot, field, or tract of land upon which two (2) or more occupied manufactured homes are located, either free of charge or for compensation, and includes any building, structure, tent, vehicle, or enclosure used or intended for use as part of the equipment of the manufactured home park.

**MODEL HOME:** A home which is similar to others in a development and which is open to public inspection for the purpose of selling said other homes.

### ***Applicable Codes:***

- **Chapter 4, Section 4: Manufactured Home Parks**  
Outlines the general standards required for all manufactured home parks within the City of St. Francis.
- **Chapter 10, Section 6: Conditional Use Permits**  
Outlines the general standards required of all conditionally permitted uses within the City of St. Francis.
- **Chapter 10, Section 58: R-3 Medium Density Residential District**  
Outlines allowed uses within the R-3 zoning district. Manufactured home parks as regulated by Section 4-4 of the City Code are conditionally permitted.



***Applicant's  
Project  
Description:***

- **With regards to the existing use on the property:** *"The current parcels under consideration for expansion of the Woodhaven Community are vacant farm land and accompanying farm house and barn."*
- **With regards to the proposed use:** *"Section 4-4-3 of the St. Francis City Code requires a Conditional Use Permit to establish, construct and maintain a manufactured home park in St. Francis."*
  - *Notwithstanding that the site has the proper zoning under medium density residential, the code requires the CUP. The site does have portions of the parcels that are currently guided for commercial, but are proposed under the City Comprehensive Plan to consolidate to medium density residential. This proposal will accomplish that transition.*
  - *The expansion will not have an office. Business operations will be run from the existing office in Woodhaven West. Office hours are Monday through Friday, 9 am to 5 pm and weekends by appointment. Maintenance staff is available upon request during business hours or available after hours in the event of an emergency on the property emergency line.*
  - *Use is intended to remain on the site in perpetuity until the land is redeveloped or the manufactured home park closes.*
  - *This CUP is for expansion of an existing Manufactured Home Community."*
- **With regards to landscaping:**
  - *"...Landscaping will be provided in the buffer areas on the northern portions of the site and adjacent to the Highway 47 corridor. The offerings to the north are intended to blend with the existing and mature tree line, wetlands, and ponding areas. The landscaping along 47 will provide some cover and buffering from vehicle noise and site lines and tasteful finishes to the ingress/egress roadway.*
  - *Through out the expansion areas trees will be planted in appropriate areas that do not inhibit the transport and install of homes but will enhance the green spaces and overall aesthetics of the community. The idea is to provide home owners a privacy feel within a multiunit development." [sic]*
- **With regards to how the CUP fits the City's Comprehensive Plan:** *"The existing manufactured home community to which the subject property would be attached is zoned medium density residential. The subject parcels are guided medium density residential and partially commercial on the current comprehensive plan with the new compressive plan establishing the complete parcel as medium family residential."*

- (cont.)
- **With regards to impacts on water resources/ surface waters:** *"The homes scheduled for this property will have the same effect on water resources as any typical single family home site as far as water consumption and waste water and storm water treatment. The only alteration of surface water will be the addition of post construction versus that of undeveloped preconstruction. Appropriate drainage and site accommodations have been implemented in the design to accommodate the required handling changes due to construction of the proposed use. The watershed district requirements have been considered in dealing with drainage and wetland protection."*
  - **With regards to grading and erosion:** *"The manufactured home area of the site consists of approximately 13.25 acres. There is also approximately 1.55 acres of designated wetland. Actual quantities of soils moved will be set forth by construction design. Developer does not anticipate significant soil issues. The site is relatively flat and there are no significant slopes that would be troublesome for erosion. Standard precautions and care will be provided during construction to minimize any erosion and runoff into wetland areas."*
  - **With regards to parks, trails, or other unique resources:**
    - *"There is a pedestrian sidewalk adjacent to Highway 47 that abuts the property's eastern boundary."*
    - *The expansion area for Woodhaven as proposed will access the existing park and trail system for the overall Woodhaven Community. All Woodhaven residents have full access to the Community Center for events and private use. Adjacent to the Community Center is a park with swing sets, teeter-totter, basketball court, multi event play sets, picnic tables, bike racks, volleyball and green areas for frisbee, picnics or other games and gatherings.*
    - *Each existing section of the Woodhaven Community is joined to the other by trail. Woodhaven V has a trail around a large pond. The connection from Woodhaven West to Woodhaven East is by floating walkway through a wetland. It is quite a scenic walk full of wildlife and beautiful landscapes. The new expansion will join this network at the east end access. Residents will also have the ability to hop on the paved bike and walk trail adjacent to Highway 47 providing easy access to shopping, services and retail to the South of the property." [sic]*

- (cont.)
- **With regards to storage:** *"The Woodhaven expansion area will be governed by the same lease and rules and regulations as all other sections of the Woodhaven Community. This includes rules relating to the storage of personal property at each home site. Our property management staff is diligent in working to keep personal property such as boats and trailers, campers etc... off of the home sites. To the end, Woodhaven has a storage yard area available to residents. A copy of the storage yard agreement [was provided with our application]. It is designed to make sure that all items are operations, current on tabs and licensing and insured." [sic]*
  - **With regards to other additional information that would be helpful to the City in reviewing this application:**
    - *"Developer is a known quantity. A.L.S. Properties has owned, operated and developed much of the Woodhaven development. Also A.L.S. developed the St. Francis Woods single family housing development off Pederson Dr. NW."*
    - *Developer has adequate funds for timely completion of the project.*
    - *Developer is well experienced in the development, operation and care for the Woodhaven Community and been in the manufactured housing industry since 1970.*
    - *Retail and installation of the homes will be completed by the developer or agents of the developer in the same fashion as the existing portion of the property."*
  - **With regards to all review criteria:** *"The proposed development meets or exceeds all criteria established for the development of a manufactured home community as set forth in the R3 zoning and Section 4 of the St. Francis City Code. Further, this addition to the Woodhaven Community meets MN State Department of Health licensing criteria, MN Stat. 1330 for storm shelter and HUD federal requirements for manufactured home communities."*
  - **With regards to updates since the 12/20/17 Planning Commission Review.** Attached to this report is a memo from Plowe Engineering dated 1/29/18 that outlines all changes incorporated into the plans.

**Manufactured  
Home Park  
Standards:**

- There are no specific CUP standards listed in code for this type of conditionally permitted use, but there are a number of site requirements listed in section 4-4-5 of City Code which are reviewed and described herein.

**CUP Standards  
Review:**

Issuance of a CUP requires an analysis of the proposed use against the specific review criteria established in code. Staff has reviewed the City's criteria for conditionally permitted uses, and we offer the following analysis for consideration:

General review Criteria (10-6-3):

1. ***The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.***

Staff Comment: The city's Comprehensive Plan calls for the properties in question to be used for a combination of medium density residential and commercial uses, but per analysis by the City Attorney on current case law, the City may proceed with processing the land use application for the proposed single land use without having to rezone or re-guide the property in the current Comprehensive Plan. **Criteria met.**

2. ***The proposed use is or will be compatible with present and future land uses of the area.***

Staff Comment: The site is adjacent to—and would be an expansion of—the existing Woodhaven Manufactured Home Park. Inadequate highway access (the site is limited to a right-in/right-out by MnDOT) largely precludes the area from being a viable commercial site, so utilization of the land for medium density residential use is logical, and is the direction the City appears to be moving within its draft 2018 Comprehensive Plan. To the south are existing Woodhaven pads and a large storage facility, and to the north are single-family home sites. Provided required landscaping is installed and all other regulations are followed, staff has no reason to find the proposed use will not be compatible with surrounding lands. **Criteria met.**

3. ***The proposed use conforms with all performance standards contained in this Ordinance.***

Staff Comment: The following is a summary of the various performance standards listed in code (see Chapter 4, Section 4 - 4 - 5):

- A. ***Every manufactured home park shall be located on a well-drained area and the premises shall be properly guarded so as to prevent the accumulation of storm or other waters.***

The Engineering review memo from HAA dated 2/13/18 (see attached) includes the following comments relating to grading, drainage, and stormwater management:

1. The stormwater calculations depict an increase in the central wetland flood elevation. Additional ponding may be required such that the HWL in the proposed condition is equal to or less than the HWL in the existing condition.

(cont.)

2. Revise the wetland outlet elevation as per Stormwater Calculations comment # 1.
3. Approximately 1.63 acres of watershed that drains to the wetland to the west in the existing condition is proposed to be routed to the central wetland in the proposed condition. Consider adding an infiltration basin such that this sub- watershed can continue to drain to the west.
4. Pre-treatment is required in advance of the infiltration basins. Please incorporate into the plans.
5. The infiltration basins depicted on the plans must provide 3 feet of separation from the seasonal high water table. Please provide survey shots on the water surface elevations of the wetlands located on the site for comparison to the elevations reported in the soil borings (drilled in January).
6. The current grading and/or silt fence encroaches into the wetland buffers.
7. Please provided a restoration plan and specifically shade the areas that must be restored with wetland buffer seed mix. Include a restoration plan inclusive of proposed seed mix and construction sequence.
8. The stormwater system, once constructed, will be a private system and the owner shall enter into a maintenance agreement with the City to ensure the long term operation and maintenance.
9. Depict wetland edge on western side of property, near western access road.
10. Dual sediment controls are required when grading within 100 feet of a surface water.
11. Pond 2 inlet is too close to outlet to meet short circuiting standards. Separation must be at least 50% of the pond length.

Expanding on the above, the memo also provides the following points specifically on the provided stormwater management calculations:

1. The stormwater calculations model a starting elevation of 908.0 for the wetland, however, the invert elevation of the outlet is at an elevation of 911.0. Lower the outlet elevation to the starting elevation and utilize a control structure as necessary to control the discharge rates and elevations. Note: the starting elevation shall be consistent with the water surface elevation as determined per Grading comment #5 above.

(cont.)

2. There are inconsistencies between impervious areas calculations. SWPPP states 6.36 acres impervious. Storm water report states 5.54 acres and stormwater calculations state 4.98 acres. Please revise. Note: impervious area that does not drain to a basin still needs to be accounted for volume control calculations.
3. Approximately 1.63 acres of watershed that drains to the wetland to the west in the existing condition is proposed to be routed to the central wetland in the proposed condition. It is recommended that the proposed drainage divides more closely mimic the existing drainage divides.
4. The proposed HWL of the central wetland does not appear to meet freeboard standards for the existing home adjacent to the wetland, north of this site. Verify.
5. We strongly encourage the stormwater to be managed such that there is not additional volume routed to the central wetland in the proposed condition vs. existing for the 100-year critical flood event.
6. Provide calculations to show that water quality volume is infiltrated within the 48 hour drawdown maximum.
7. The entire contributing area to the watersheds must be delineated and modeled, including off-site runoff that contributes to or may affect the elevations of water bodies located on the site. This includes impervious area calculations as well as accurate time of concentration calculations and curve numbers. See redline notes in stormwater calculations and revise as necessary.

While there clearly are a number of stormwater management concerns still linked to the proposed project, staff is comfortable recommending approval of the project subject to all engineering comments being successfully addressed prior to the issuance of any permits for the site (grading permits, building permits, etc). **Criteria met with conditions.**

**B. Each unit shall have a gross area of not less than 6,000 square feet excluding roadway.**

The provided site plan shows individual pads for each of the proposed manufactured homes, and the smallest "lots" are 60 x 100 with most pseudo-lots exceeding the minimum standard. As a whole, this site is clearly large enough to accommodate the proposed number of units per this density standard. **Criteria met.**

(cont.)

- C.** *Each unit shall have a minimum width of 60 feet measured at right angles to its side lines for rectangular units. For non-rectangular units, the minimum width on a street shall be forty-five (45) feet with a mean width of 60 feet.*

The provided site plan shows individual pads for each of the proposed manufactured homes, and the smallest rectangular "lots" are compliant to the minimum 60 foot width. One lot in the NW corner of the development (lot 37) is non-rectangular, but complies with the lesser standard at the front setback line as required. **Criteria met.**

- D.** *Front setback of any manufactured home shall be no less than ten (10) feet from the curb.*

All proposed pads appear to conform to this requirement, and all units can maintain the required 10 foot setback from internal roadways. **Criteria met.**

- E.** *Where an alley is provided adjacent to the back line of the unit, there shall be a minimum setback of five (5) feet from said back line. Where there is no alley, the setback from the back line of the unit shall be not less than ten (10) feet.*

There are no proposed units with alleys leading to the rear of the units. In all cases, the minimum 10 foot rear yard setback on the generalized pads is met. **Criteria met.**

- F.** *There shall not be less than twenty (20) feet of space between manufactured homes in all directions.*

All pads as shown include a minimum separation of 20 feet from all other pads. **Criteria met.**

- G.** *A patio shall be constructed on the ground beside each manufactured home; this patio shall be not less than two hundred (200) square feet in area constructed of concrete of four inches (4") minimum thickness or approved equal.*

There appears to be ample area for this required improvement on each of the proposed pad sites. As a condition of approval, each future building permit for the manufactured homes will need to include the required patio improvement. **Criteria met with conditions.**

(cont.)

- H.** *Except for the area used for the manufactured home, patio, sidewalk, garage and off-street parking space, the entire manufactured home park shall be sodded and maintained with grass, shrubs and trees, which shall be kept in a green and healthy condition.*

As a condition of approval, areas outside of the unit improvements will need to be sodded and maintained with grass, shrubs and trees as is currently done in the other portions of the Woodhaven Manufactured Home park. Existing practices and maintenance will need to continue as part of this 6<sup>th</sup> Addition.

**Criteria met with conditions.**

- I.** *Each unit shall abut on and have access to a street. This street shall be constructed of a seven-ton design in accordance with the Minnesota Department of Transportation Design Standards.*

Each of the proposed unit abuts and will have access to a private street. As a condition of approval, the streets will all need to be constructed to a seven-ton design in accordance with the Minnesota Department of Transportation Design Standards.

The Engineering review memo from HAA dated 2/13/18 (see attached) includes the following comments relating to site access & vehicular traffic:

1. Two access locations are proposed to the site through the existing Woodhaven community via 234th Avenue. The proposed vehicle access is acceptable.
2. The internal road network will be a private system. The road network appears adequate to provide access to the proposed home sites.

All in all, it appears the plans successfully address the City requirements for access to units. **Criteria met with conditions.**

- J.** *A curb and gutter of concrete shall be constructed on each side of the street and the face of this curb shall be at least fifteen (15) feet from the center line of said street. The curb design shall be of a type approved by the City.*

The private road system proposed will need to be built in compliance with these standards. **Criteria met with conditions.**

- K.** *There shall be an unused area not less than seventy-five (75) feet in depth along each public street or way and this area shall be sodded and landscaped.*

All proposed pads meet this standard with the exception of the northern most and southern most pads adjacent to Highway 47 (units #1 & #17). To address this issue, the applicant has requested a variance for both lots which is reviewed later in this report. Provided the requested variances are granted, **this criteria can be met with conditions.**



(cont.)

- L.** *Where a manufactured home park site abuts upon other property there shall be a setback of at least thirty (30) feet and this shall be landscaped.*

The minimum 30' setback is shown from all surrounding lands, and required landscaping can be addressed as a condition of approval. Note that we are treating this as an extension of the larger manufactured home park, so Unit 24 is not in violation of this setback requirement. **Criteria met with conditions.**

- M.** *The parking of more than one (1) manufactured home on any single unit shall not be permitted.*

Only one unit per proposed building site will be included as a condition of any approval. **Criteria met with conditions.**

- N.** *No manufactured home shall be accepted in poor condition, nor may it be inhabited by a greater number of occupants than that for which it was designed. No one shall build any livable additions to a manufactured home.*

All of these issues will be included as conditions of the CUP for 6<sup>th</sup> Addition. **Criteria met with conditions.**

- O.** *Water facilities, sewage disposal and street lighting shall be installed and maintained by the owner of the manufactured park site and shall be constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City Code provisions, and requirements of the City and the Minnesota Pollution Control Agency.*

The Engineering review memo from HAA dated 2/13/18 (see attached) includes the following comments relating to sewer & water utilities:

1. The sanitary sewer collection and water distribution system within the community will be a private system (4-4-5.O) but must be constructed in accordance with all applicable state standards and inspected and approved by the City prior to connecting to the public system.
2. A water meter will be required on the main(s) at the connection point(s). Provide a detail and submit specifications for review.
3. There appears to be a conflict between the storm sewer near lots 39 and 47 and the sanitary sewer manhole. Please revise.
4. There is a possible conflict between northern inlet to pond P2 and the sanitary sewer. Please revise.

While there are still issues to address, nothing in this list cannot be overcome. Staff is comfortable recommending approval of the project subject to all engineering comments being successfully addressed prior to the issuance of any permits for the site (grading permits, building permits, etc). **Criteria met with conditions.**

(cont.)

- P.** *Each unit shall have a 12 foot x 22 foot minimum garage with a ten (10) foot minimum surfaced driveway. Minimum garage setback shall be thirty (30) feet from the curb.*

Plans show that each unit will meet each of these criteria. Any required adjustments to the plans will need to maintain these standards. **Criteria met with conditions.**

- Q.** *All utility lines within the manufactured home park shall be buried, with one hundred (100) amps at the service box.*

Underground utilities will be part of the conditions of approval, as will the minimum amperage at each service box. **Criteria met with conditions.**

- R.** *A minimum of ten percent (10%) of the total manufactured home park area shall be devoted to park and recreation and shall be furnished with playground type equipment.*

This criteria mimics Section 11-08-9(3) of the City's subdivision ordinance which states that "a developer of a mobile home park...for which no subdivision of property is required, shall comply with [park dedication standards] or payment of fees in lieu thereof, prior to receiving the City approval of the plot plan for such a development..." The required dedication for a residential subdivision shall be ten (10) percent of the gross area included in the subdivision or development. [11-08-9(B)(1)].

The Park & Trail map within the comprehensive plan does not identify a park need in this portion of the City, so staff would recommend all dedication requirements be fulfilled via a cash-in-lieu of land payment. A per unit fee shall be required per the City's fee schedule in effect at the time of CUP approval. **Criteria met with conditions.**

- S.** *All boats, boat trailers, hauling, and all other equipment not stored within the manufactured home or the utility enclosure that may have been provided, shall be stored in a separate area provided by the park and not upon the plots occupies by the manufactured homes nor upon the streets within the manufactured home park.*

Per the applicant, "the Woodhaven expansion area will be governed by the same lease and rules and regulations as all other sections of the Woodhaven Community. This includes rules relating to the storage of personal property at each home site. Our property management staff is diligent in working to keep personal property such as boats and trailers, campers etc... off of the home sites. As Woodhaven 6<sup>th</sup> will have a storage yard area available to its residents, this **criteria is met.**

(cont.)

***T. An adequate office, community building, and storm shelter shall be provided.***

According to the applicant, business operations will be run from the existing office in Woodhaven West, and this addition "meets MN State Department of Health licensing criteria, MN Stat. 1330 for storm shelter and HUD federal requirements for manufactured home communities." The building inspector will be asked to confirm compliance prior to issuance of building permits. Identified deficiencies shall be rectified prior to the issuance of any building permits for the 6<sup>th</sup> Addition. **Criteria met with conditions.**

***U. A two and one-half (2.5) pound dry chemical fire extinguisher shall be located near the door of every manufactured home. Its classification shall be ABC. An adequate number of all-weather fire hydrants shall be spaced throughout the park, which number and size shall be as approved by the State Fire Marshal.***

As a condition of CUP approval, fire extinguishers will be required as determined by the Fire Marshall. **Criteria met with conditions.**

***V. Garbage collection shall be provided at least once weekly.***

Garbage collection from the existing park will be expanded to include this area on a once per week basis at a minimum. **Criteria met with conditions.**

***W. To promote the public health, safety and general welfare of persons within manufactured housing parks, all water systems within manufactured housing parks shall be flushed when the City system is flushed. The owner of each manufactured home park, or its representative, shall contact the Public Utilities Department to schedule the times said park will be flushing the water systems.***

As a condition of the CUP, yearly flushing of the water system shall be required. Failure to meet this requirement on a yearly basis shall be grounds for revocation of the CUP. **Criteria met with conditions.**

***4. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.***

Staff Comment: The City Engineer fully reviewed the sewer and water system serving this site, and there will be no problem serving the site with existing infrastructure. As previously noted, the City Engineer's memo (attached) includes a number of things that must be addressed by the applicant, but all such issues can be addressed as a condition of CUP approval should this move forward.

With regards to police and fire services, this new use will not generate any unusual burdens on such services. **Criteria met.**

(cont.) **5. Traffic generation by the proposed use is within capabilities of streets serving the property.**

Staff Comment: The internal road network has been updated since the December review in two main ways: 1) the access point onto Highway 47 has been eliminated; and 2) an additional local access point has been provided from the south.

While both planning and engineering find the revised roadway configuration acceptable, the fire chief has concerns about adding 55 new units to this area of the community with only one way in and one way out for emergency vehicles (Cree Street NW). To address this problem, an emergency only access designed with a reinforced grassy surface shall be established in a location identified by the City Engineer prior to occupancy exceeding 25% in the 6<sup>th</sup> Addition. **Criteria met with conditions.**

**Additional  
Performance  
Standards:**

While not technically a subdivision of land, expansion of the existing Woodhaven Manufactured Home Park requires adherence to the following design standards within code:

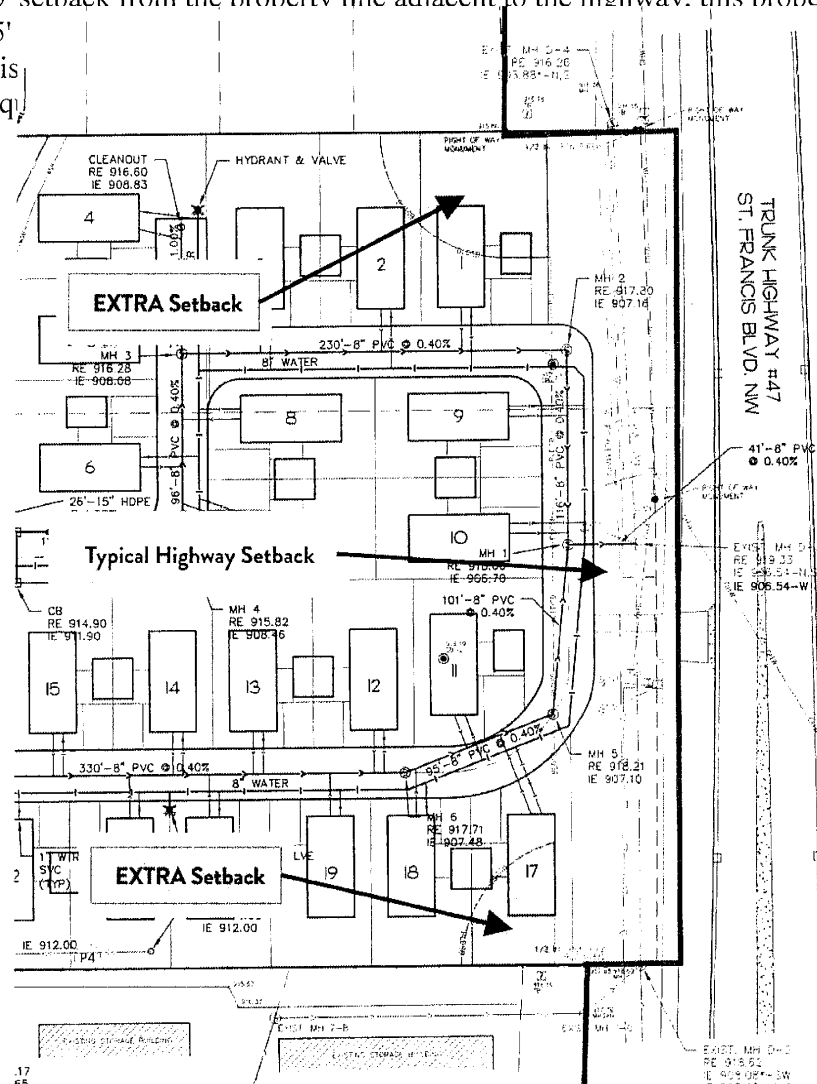
- **Park Dedication.** Per Section 11-08-9(3) of the City's subdivision ordinance, "a developer of a mobile home park...for which no subdivision of property is required, shall comply with [park dedication standards] or payment of fees in lieu thereof, prior to receiving the City approval of the plot plan for such a development..."
  - The required dedication for a residential subdivision shall be ten (10) percent of the gross area included in the subdivision or development. [11-08-9(B)(1)].
  - The Park & Trail map within the comprehensive plan does not identify a park need in this portion of the City, so staff would recommend all dedication requirements be fulfilled via a cash-in-lieu of land payment. A per unit fee shall be required per the City's fee schedule in effect at the time of CUP approval. **Criteria met with conditions.**
- **SAC & WAC fees.** Sewer and Water access charges, if determined to be applicable, shall be paid in a lump sum fee or in a per unit fee as individual building permits are issued. **Criteria met with conditions.**

**Lot Variance  
Review:**

As noted on page 10 of the report, building pads #1 and #17 are technically too close to MnDOT right-of-way, and will need variances to become buildable. Specifically, the variance would be from City Code Section 4-4-5(K) which requires a 75' setback from all public right-of-ways. Per City Code Section 4-4-7, variances from this portion of City Code follow the same procedures as a standard zoning variance, and all of the following questions must be successfully addressed:

- (cont.) a) That there are exceptional, unique, or extraordinary circumstances or conditions as to the property that do not apply generally to other properties in the City.

This property IS unique in that it juts out into the right-of-way for Hwy 47. Whereas nearly all properties on the western side of Highway 47 only have one 75' setback from the property line adjacent to the highway, this property also has 75' this req



- b) That such variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the City. The possibility of increased financial return shall not be in itself deemed sufficient to warrant a variance.

All proposed building pads would be conforming if this property did not uniquely jut out into the Highway ROW. **Criteria met.**

- (cont.) c) *That the authorizing of such variance will not be of substantial detriment to adjacent property and will not materially impair the intent and purpose of this Section or the public interest.*

All proposed building pads will meet the standard 75' setback from the Highway shared by all other properties along Hwy 47. The units in question will not look out of place on the property, and will still be setback further from the Highway than the existing home. We see no manner in which the proposed building pads will conflict with adjacent lands. **Criteria met**

- d) *That the condition or situation of the specific piece of property or the intended use of said property, for which the variance is sought, is not of so general or recurrent a nature as to make reasonably practicable the formulation of a general regulation for such conditions or situations.*

There is only one other parcel on the western side of Highway 47 that shares this unique configuration, and it is already fully developed. Additionally, because the only other parcel contains multifamily homes rather than a manufactured home park, those lots were permitted to within 30 feet of the highway which resulted in structures approximately 50' from the eastern property line. As proposed, this development will have structures no closer to the eastern property line than 75'. **Criteria met.**

- e) *That the variance observes the spirit and intent of this Section, produces substantial justice, and is not contrary to public interest.*

Approval of the requested variances would simply allow this property to be used the same as every other property along the western side of Highway 47, will allow for full utilization of the land, and does not generate any impacts detrimental to the public. **Criteria met.**

Given the analysis above, we find the requested variances are justifiable.

***Additional Information:***

- Completion of this development will also require the approval of an administrative subdivision to combine the two lots currently owned by the applicant. Per the City's subdivision codes, this is an administrative process that can run concurrently with the CUP application. **As a condition of any approval**, staff suggests the CUP be contingent on the applicant finalizing and following through on any conditions of approval placed on the administrative subdivision.

Per the HAA memo, the following additional items must also be addressed as a condition of any approval:

- The stormwater drainage report must be certified.
- There are existing sanitary sewer facilities along the eastern edge of the site that are presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. The applicant must provide proposed drainage and utility easement sketch and description for review.

- (cont.)
- Likewise, there is an existing trail on the eastern edge of the site that is presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. Provide proposed drainage and utility easement sketch and description for review.
  - This site disturbs more than 1 acre and therefore a NPDES Construction Permit from the MPCA is required.
  - Provide detail (enlarged view with elevations detailed) for curb drain openings located in the south west corner of the property. Consider a culvert.
  - There is a label “12in apron IE 910.50” in pond 2 that is not pointing to an object.

**Engineering Review:** ▪ An Engineering review memo dated 2/13/18 was penned by Hakanson Anderson and is attached to this report.

**Public Comment:** ▪ Staff has not received any feedback from surrounding property owners as of 2/14/17.

### ***Conclusion:***

The applicant is proposing to expand the existing Woodhaven Manufactured Home park by adding fifty-five (55) new building pads on land to the North and East of the existing park. Variances are requested to allow two lots (#1 & #17) to be within 75' of public right of way.

#### **Staff Recommendations:**

- **Approval of the CUP subject to conditions listed on pages 19 & 20.**
- **Approval of the requested right-of-way setback variances for units 1 and 17.**

**Commission Options:** The Planning Commission has the following options:

- A) RECOMMEND APPROVAL OF THE REQUESTS based on the applicant's submittals and findings of fact.
- B) RECOMMEND DENIAL OF THE REQUESTS based on the applicant's submittals and findings of fact.

<i>(cont.)</i>	<ul style="list-style-type: none"> <li>▪ Based on an application date of 11/16/2017, the 60-day review period for the PUD application would have expired on 1/15/18. Due to this item being tabled in December and a delay in receiving updated plans, this deadline was extended an additional 60 days bringing the final deadline for a decision to 3/16/18. As this is the last Planning Commission meeting prior to the deadline, a recommendation must be made at this meeting unless the applicant chooses to grant the City another extension in writing.</li> </ul>
<b>Template Denial Motion:</b>	<ul style="list-style-type: none"> <li>▪ “I move that we recommend the City Council deny the requested conditional use permit and variances based on the following findings of fact:” <ul style="list-style-type: none"> <li>○ <i>(provide findings to support your conclusion)</i></li> </ul> </li> </ul>
<b>Template Approval Motion:</b>	<ul style="list-style-type: none"> <li>▪ “I move we recommend the City Council approve the requested conditional use permit and variances based on the findings of fact listed on page 19 of the report and subject to the conditions listed on pages 19 &amp; 20 as may have been amended here tonight.”</li> </ul>
<b>Suggested Findings of Fact:</b>	<ol style="list-style-type: none"> <li>1. The proposed land use is consistent with comprehensive plan guidance for the properties.</li> <li>2. The use will be compatible with present and future surrounding land uses.</li> <li>3. Performance standards for manufactured home parks can be met provided all issues outlined by staff in the report are successfully addressed.</li> <li>4. The proposed use can be accommodated with existing city services and is not anticipated to overburden the City's service capacities.</li> <li>5. Traffic issues can all be handled provided all issues outlined by staff in the report are successfully addressed.</li> </ol>
<b>Recommended Conditions:</b>	<ol style="list-style-type: none"> <li>1. All changes required by the City Engineer in their memo dated 2/13/17 shall be addressed to the satisfaction of the City Engineer prior to the issuance of any permits for the site (grading permits, building permits, etc). Rearrangement of pads, if necessary to address engineering issues, may be administratively permitted provided the new pad arrangement still meets minimum code standards for area, width, etc.</li> <li>2. Areas surrounding units shall be sodded and maintained with grass, shrubs, trees and other landscaping; and existing maintenance practices for outdoor areas of the Woodhaven Manufactured Home Park shall continue as part of the 6<sup>th</sup> Addition.</li> </ol>



- (cont.)
3. All streets shall be constructed to a seven-ton design in accordance with the Minnesota Department of Transportation Design Standards.
  4. Concrete curb and gutter, in a design approved by the City Engineer, shall be constructed on each side of all proposed streets, and the face of each curb shall be at least fifteen (15) feet from the center line of the street.
  5. Landscaping along abutting non-manufactured home park lands shall be installed per proposed plans prior to the occupancy of units in the 6th Addition.
  6. Only one dwelling unit shall be constructed per identified home site in the 6th Addition.
  7. No manufactured home in the 6th Addition shall be accepted in poor condition, nor may it be inhabited by a greater number of occupants than that for which it was designed.
  8. Once units are established within the 6th Addition, no livable additions to existing manufactured homes shall be allowed. Replacement units shall meet minimum standards for setbacks and spacing in order to be permitted.
  9. Water facilities, sewage disposal and street lighting shall be installed and maintained by the owner of the manufactured park site and shall be constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City Code provisions, and requirements of the City and the Minnesota Pollution Control Agency
  10. Garages and patios meeting minimum code requirements shall be provided for each manufactured home.
  11. All utility lines shall be placed underground, and each manufactured home shall receive a minimum one hundred (100) amps at the service box.
  12. A cash-in-lieu payment to fulfill required park dedication shall be submitted by the applicant prior to the issuance of the first building permit for a manufactured home, OR a per unit fee shall be assessed at the issuance of each building permit.
  13. The Woodhaven storage area shall be made available to the residents of the 6th Addition.
  14. The building inspector shall confirm available storm shelters are in compliance with all applicable standards prior to issuance of building permits in the 6th Addition.
  15. Fire extinguishers shall be provided to every unit and spread throughout the development as may be required by the Fire Marshall.

- (cont.)
16. Garbage collection shall be provided at least once weekly to the units of the 6th Addition.
  17. All water systems within the 6th Addition shall be flushed when the City system is flushed. The owner shall be responsible for contacting the Public Utilities Department on a yearly basis to schedule the times for flushing; failure to meet this requirement on a yearly basis shall be grounds for revocation of the CUP.
  18. An emergency only access designed with a reinforced grassy surface shall be established in a location identified by the City Engineer prior to occupancy exceeding 25% in the 6th Addition.
  19. Sewer and Water access charges and Trunk Line Charges, shall be paid in a lump sum fee or in a per unit fee as individual building permits are issued.
  20. Prior to any building permits being issued, the applicant shall successfully finalize an administrative subdivision or a re-plat of all lots to establish the full project site as represented in the CUP application.
  21. The applicant shall provide proposed drainage and utility easements and their description(s) for review, and needed easements shall be established prior to any certificates of occupancy being issued within the 6th addition.
  22. The applicant shall enter into a development agreement with the city specifying the responsibilities, securities, and timeline for project completion; subject to approval of the City Attorney.
  23. A financial security (or securities), shall be provided to the city to ensure the installation of proposed site improvements.

*cc: ALS Properties Woodhaven, LLC*



**ENGINEERING REVIEW  
for the City of St. Francis  
by  
Hakanson Anderson**

---

Review No. 2

**Submitted to:** City of St. Francis

**cc:** Joe Kohlmann, City Administrator  
Benjamin Gozola, City Planner  
Kate Thunstrom, Community Development Director  
Craig Jochum, City Engineer

**Reviewed by:** Shane Nelson, Assistant City Engineer

**Date:** February 13, 2018

**Proposed Project:** Woodhaven Manufactured Home Community

**Street Location:** 23358 St. Francis Blvd

**Applicant:** A.L.S Properties Woodhaven, LLC

**Owners of Record:** EICHI Inc.

**Jurisdictional Agencies:** City of St. Francis, MPCA, MnDOT, MDH  
(but not limited to)

**Permits Required:** City Approval, NPDES Construction Permit, MPCA Sanitary  
(but not limited to) Sewer Extension Permit, MDH Water Extension

## **INFORMATION AVAILABLE**

Woodhaven Manufactured Home Community Preliminary Civil Construction Plans, dated 11/16/17 Rev 1/29/18, prepared by Plowe Engineering, Inc.

Woodhaven Manufactured Home Community Stormwater Drainage Report, dated 11/22/17 rev 1/29/18, prepared by Plowe Engineering, Inc.

Conditional Use Permit application, dated 11/16/17

Wetland Delineation Report, dated 10/25/17, prepared by Kjolhaug Environmental Services Company, Inc.

Report of Geotechnical Exploration, dated 1/26/18, prepared by ITCO Allied Engineering Company

Response letter for Eng, Dated 1/29/18 prepared by Plowe Engineering, Inc.

## **SITE ACCESS / VEHICULAR TRAFFIC**

1. Two access locations are proposed to the site through the existing Woodhaven community via 234<sup>th</sup> Avenue. The proposed vehicle access is acceptable.
2. The internal road network will be a private system. The road network appears adequate to provide access to the proposed home sites.

## **SEWER AND WATER UTILITIES**

1. The sanitary sewer collection and water distribution system within the community will be a private system (4-4-5.O) but must be constructed in accordance with all applicable state standards and inspected and approved by the City prior to connecting to the public system.
2. A water meter will be required on the main(s) at the connection point(s). Provide a detail and submit specifications for review.
3. There appears to be a conflict between the storm sewer near lots 39 and 47 and the sanitary sewer manhole. Please revise.
4. There is a possible conflict between northern inlet to pond P2 and the sanitary sewer. Please revise.

## **GRADING, DRAINAGE AND EROSION CONTROL**

1. The stormwater calculations depict an increase in the central wetland flood elevation. Additional ponding may be required such that the HWL in the proposed condition is equal to or less than the HWL in the existing condition.
2. Revise the wetland outlet elevation as per Stormwater Calculations comment # 1.
3. Approximately 1.63 acres of watershed that drains to the wetland to the west in the existing condition is proposed to be routed to the central wetland in the

- proposed condition. Consider adding an infiltration basin such that this sub-watershed can continue to drain to the west.
4. Pre-treatment is required in advance of the infiltration basins. Please incorporate into the plans.
  5. The infiltration basins depicted on the plans must provide 3 feet of separation from the seasonal high water table. Please provide survey shots on the water surface elevations of the wetlands located on the site for comparison to the elevations reported in the soil borings (drilled in January).
  6. The current grading and/or silt fence encroaches into the wetland buffers. Please provided a restoration plan and specifically shade the areas that must be restored with wetland buffer seed mix. Include a restoration plan inclusive of proposed seed mix and construction sequence.
  7. The stormwater system, once constructed, will be a private system and the owner shall enter into a maintenance agreement with the City to ensure the long term operation and maintenance.
  8. Depict wetland edge on western side of property, near western access road.
  9. Dual sediment controls are required when grading within 100 feet of a surface water.
  10. Pond 2 inlet is too close to outlet to meet short circuiting standards. Separation must be at least 50% of the pond length.

## **STORMWATER MANAGEMENT CALCULATIONS**

1. The stormwater calculations model a starting elevation of 908.0 for the wetland, however, the invert elevation of the outlet is at an elevation of 911.0. Lower the outlet elevation to the starting elevation and utilize a control structure as necessary to control the discharge rates and elevations. Note: the starting elevation shall be consistent with the water surface elevation as determined per Grading comment #5 above.
2. There are inconsistencies between impervious areas calculations. SWPPP states 6.36 acres impervious. Storm water report states 5.54 acres and stormwater calculations state 4.98 acres. Please revise. Note: impervious area that does not drain to a basin still needs to be accounted for volume control calculations.
3. Approximately 1.63 acres of watershed that drains to the wetland to the west in the existing condition is proposed to be routed to the central wetland in the proposed condition. It is recommended that the proposed drainage divides more closely mimic the existing drainage divides.
4. The proposed HWL of the central wetland does not appear to meet freeboard standards for the existing home adjacent to the wetland, north of this site. Verify.
5. We strongly encourage the stormwater to be managed such that there is not additional volume routed to the central wetland in the proposed condition vs. existing for the 100-year critical flood event.
6. Provide calculations to show that water quality volume is infiltrated within the 48 hour drawdown maximum.

7. The entire contributing area to the watersheds must be delineated and modeled, including off-site runoff that contributes to or may affect the elevations of water bodies located on the site. This includes impervious area calculations as well as accurate time of concentration calculations and curve numbers. See redline notes in stormwater calculations and revise as necessary.

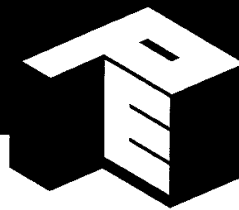
## **OTHER ITEMS**

1. Stormwater drainage report must be certified.
2. There are existing sanitary sewer facilities along the eastern edge of the site that are presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. Provide proposed drainage and utility easement sketch and description for review.
3. There is an existing trail on the eastern edge of the site that is presumably within an existing easement (possibly prescriptive). Per the note on the ALTA survey, easement information was not found. Provide proposed drainage and utility easement sketch and description for review.
4. This site disturbs more than 1 acre and therefore a NPDES Construction Permit from the MPCA is required.
5. Provide detail (enlarged view with elevations detailed) for curb drain openings located in the south west corner of the property. Consider a culvert.
6. There is a label "12in apron IE 910.50" in pond 2 that is not pointing to an object.

## **SUMMARY AND/OR RECOMMENDATION**

We recommend approval subject to the above comments being addressed, payment of all City fees, and establishment of financial securities as required by City Code.

# LETTER OF TRANSMITTAL



**PLOWE**  
**ENGINEERING, INC.**

**JOB NO.** 1729

**DATE** January 31, 2018

**TO:** Sambatek

**ATTN:** Benjamin Gozola

**RE:** 16-1598 North Metero Storage

6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
651-361-8210  
651-361-8701 fax  
www.plowe.com

## WE ARE SENDING YOU

- |  |  |                                  |   |  |
|--|--|----------------------------------|---|--|
| <input type="checkbox"/> Shop Drawings | <input checked="" type="checkbox"/> Attached | <input type="checkbox"/> Plans   | <input type="checkbox"/> Copy of letter | <input type="checkbox"/> Under separate cover visa |
| <input type="checkbox"/> Prints        | <input type="checkbox"/> Specifications      | <input type="checkbox"/> Samples | <input type="checkbox"/> Change order   | <input type="checkbox"/> Other                     |

COPIES	DATE	NUMBER	DESCRIPTION
3	1/31/2018		Full Size Planset
2	1/31/2018		Drainage Packet
1	1/31/2018		Soils Report
1	1/31/2018		Response letter

## THESE TRANSMISSIONS ARE

- |   |   |  |   |
|---|---|--|---|
| <input checked="" type="checkbox"/> For your approval | <input type="checkbox"/> For your review and comments | <input type="checkbox"/> Corrections needed            | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> For your use                 | <input type="checkbox"/> Approved as submitted        | <input type="checkbox"/> For your information and file | <input type="checkbox"/> Return _____ corrected prints        |
| <input type="checkbox"/> As per your request          | <input type="checkbox"/> Approved as noted            |  | <input type="checkbox"/> Other _____                          |
- ☐ FOR BIDS DUE: ☐ PRINTS RETURNED AFTER LOAN TO US

## REMARKS

Please call if any questions or you need additional information.

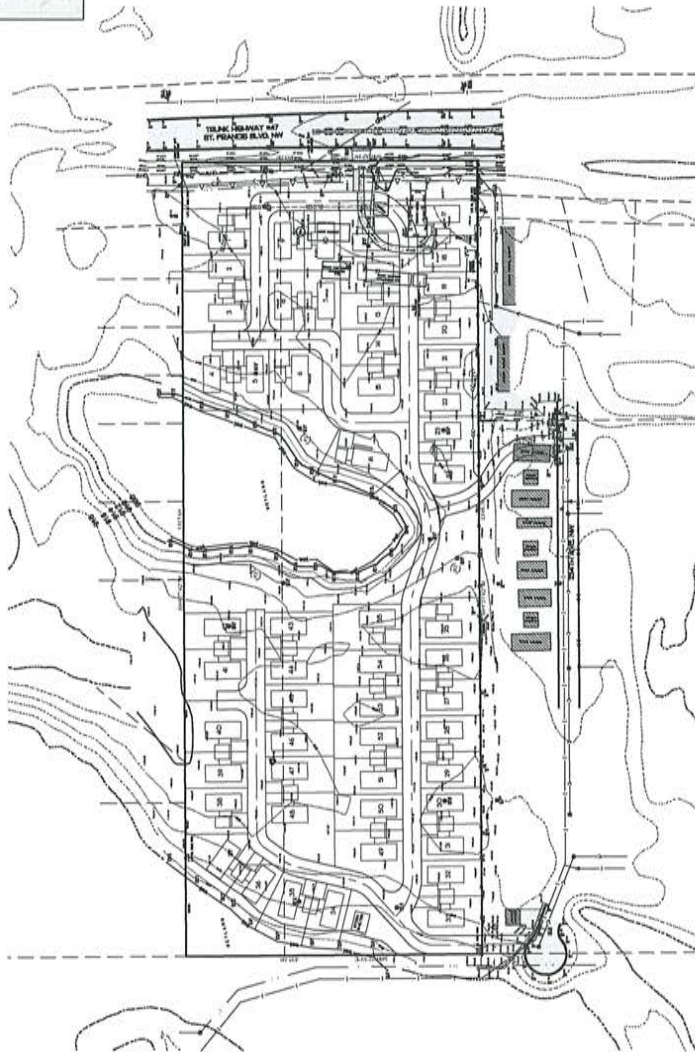
Thank you  
Chuck Plowe  
PLOWE ENGINEERING, INC.

**COPY TO:**

**SIGNATURE:**

**ST. FRANCIS, MINNESOTA**

U.S.



EXTING OVERHEAD ELECTRIC	PROPOSED OVERHEAD ELECTRIC	PROPOSED WATER PIPE
EXTING SPOT ELEVATION	PROPOSED SPOT ELEVATION	PROPOSED SANITARY SINKER PIPE
EXTING UNDERGROUND FAN	PROPOSED UNDERGROUND FAN	PROPOSED DRAINAGE
EXTING UNDERGROUND PUMP	PROPOSED UNDERGROUND PUMP	PROPOSED DRAINAGE AND CLEAN-OUT
EXTING ELECTRICAL FEEDSTAIL	EXTING ELECTRICAL FEEDSTAIL	PROPOSED ELECTRICAL SERVICE *
EXTING CABLE FEEDSTAIL	EXTING CABLE FEEDSTAIL	PROPOSED GAS SERVICE *
EXTING UTILITY POLE	EXTING UTILITY POLE	PROPOSED TELEPHONE SERVICE *
EXTING LIGHT POLE	EXTING LIGHT POLE	PROPOSED STORM WAREHOUSE
EXTING WATER SINKER	EXTING WATER SINKER	PROPOSED CATCH BASIN
EXTING WATER MAIN	EXTING WATER MAIN	PROPOSED FLAMED-AND SECTION
EXTING SANITARY SINKER	EXTING SANITARY SINKER	PROPOSED GATE VALVE
EXTING FIREMAN	EXTING FIREMAN	PROPOSED HYDRANT
EXTING STORM WAREHOUSE	EXTING STORM WAREHOUSE	PROPOSED SANITARY SINKER WAREHOUSE
EXTING CATCH BASIN	EXTING CATCH BASIN	PROPOSED CONDUIT
EXTING FLAMED-AND SECTION	EXTING FLAMED-AND SECTION	PROPOSED SPOT ELEVATION
EXTING GATE VALVE	EXTING GATE VALVE	PROPOSED SPOT ELEVATION
EXTING HYDRANT	EXTING HYDRANT	PROPOSED SPOT ELEVATION
EXTING WELL	EXTING WELL	PROPOSED SALT PILE
EXTING SINKER	EXTING SINKER	PROPOSED SALT PILE
EXTING SANITARY SINKER WAREHOUSE	EXTING SANITARY SINKER WAREHOUSE	PROPOSED DIRECTION OF DRAINAGE
EXTING CONDUIT	EXTING CONDUIT	PROPOSED DRAINAGE
EXTING SPOT ELEVATION	EXTING SPOT ELEVATION	PROPOSED CONCRETE
EXTING SPOT ELEVATION	EXTING SPOT ELEVATION	PROPOSED RFP-RAIP
EXTING SPOT ELEVATION	EXTING SPOT ELEVATION	PROPOSED FILTRATION MEDIA
EXTING WAREHOUSE	EXTING WAREHOUSE	PROPOSED INLET PROTECTION
EXTING TREES	EXTING TREES	PROPOSED HEAVY-DUTY FURNISH
		PROPOSED DRAIN

[illegible]

	TITLE SHEET, NOTES & LEGEND
C1	GRAVING, DRAINAGE & EROSION CONTROL PLAN
C2	UTILITY PLAN
C3	DETAILS & NOTES
C4-1	DETAILS
C4-2	DETAILS
C4-3	DETAILS
C4-4	TURNING MOVEMENTS
C5-1	STORMWATER POLLUTION PREVENTION PLAN
C5-2	STORMWATER POLLUTION PREVENTION PLAN



**Know what's below.  
Call before you dig.**





DRAWN BY: C.M.P.  
CHECKED BY: C.M.P.  
DATE: 12/27/17  
ORIGINAL DATE: NOVEMBER 16, 2017

DATE	REVISION	DESCRIPTION
12/27/17	1	12/27/17 CITY COMMENTS

1. I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
CHAMBERLAIN, P.L.C.  
DATE: 01/28/2018  
LIC. NO. 18027

WOODHAVEN MANUFACTURED HOME COMMUNITY  
ST. FRANCIS, MINNESOTA  
UTILITY PLAN

PREPARED FOR:  
ALS PROPERTIES

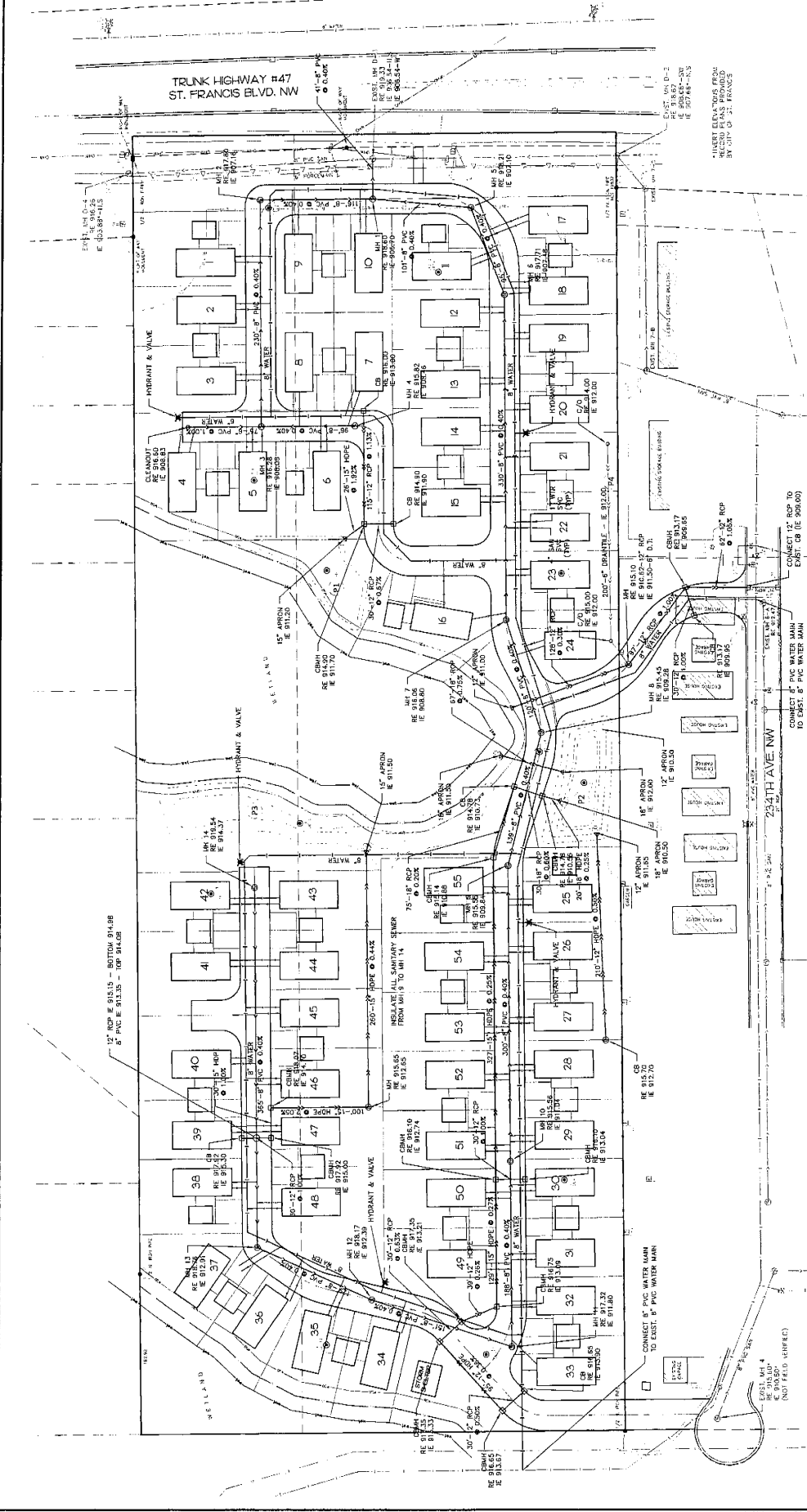


SITE PLANNING  
ENGINEERING, INC.  
10000 BLVD. N. SUITE 100  
MINNETONKA, MN 55345  
PHONE (952) 344-4700  
FAX (952) 344-4707



**C3**

# UTILITY PLAN WOODHAVEN MANUFACTURED HOME COMMUNITY



## CURB & BITUMINOUS NOTES

- REINFORCED AND JOINTS OF EXISTING STREET INTERSECTIONS AS REQUIRED FOR CONSTRUCTION OF CLOSURE AND CONCRETE CURBS TO PROTECT BUTT-JOINT.
- REINFORCE EXISTING BITUMINOUS AND CONCRETE CURBS TO PROTECT BUTT-JOINT.
- REINFORCE EXISTING STREET TO EXISTING OR BETTER SECTION.
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## WATER MAIN NOTES

- EXISTING WATER MAIN LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. IF IT IS FOUND THAT ANY DISCREPANCIES HAVE OCCURRED, THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY.
- PROPOSED WATER MAIN SHALL BE 12" OR 18" AP100.
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## STORM SEWER NOTES

- EXISTING STORM SEWER LOCATION AND SIZE SHALL BE VERIFIED IN THE FIELD PRIOR TO CONSTRUCTION. IF IT IS FOUND THAT ANY DISCREPANCIES HAVE OCCURRED, THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY.
- PROPOSED STORM SEWER SHALL BE 12" OR 18" AP100.
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DESIGN BY: PLOVE  
 CHECKED BY: PLOVE  
 C.V.P.: 11-1729  
 ORIGINAL DATE: NOVEMBER 16, 2017

DATE	REVISION DESCRIPTION
1/23/18	CITY COMMENTS

DATE: 01/23/2018 L.C. NO. 18927  
 CHARLES W. PLOVE  
 State of Minnesota  
 I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

WOODHAVEN MANUFACTURED HOME COMMUNITY  
 ST. FRANCIS, MINNESOTA  
 DETAILS  
 TRENDS & PROPERTIES

**PLOVE**  
 ENGINEERING, INC.  
 10000 LAMAR AVENUE  
 SUITE 100  
 ST. FRANCIS, MN 55070  
 PHONE: 507-351-4275  
 FAX: 507-351-3497

**C4.3**

DETAILS  
 WOODHAVEN MANUFACTURED HOME COMMUNITY

